

Please complete all portions of this form and fax it to 602.542.7544
Attn: STARS Account Manager

Employee Information

Full Name: _____
Last First M.I.

Address: _____
Street Address

City State ZIP Code

Work Phone: () _____ Mother's maiden Name: _____

Email Address: _____ EIN: _____

Agency: _____

Supervisor or Training Manager's Name: _____

Supervisor or Training Manager's Email: _____

Security Level you are requesting: (See next page for descriptions)

Requestor's Signature: _____ Date: _____

Agency Director's Signature: _____ Date: _____

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4. Entering/altering/erasing AzGU data maliciously or in response to real or imagined abuse, or for personal amusement.
5. Using another person's personal AzGU password.
6. Revealing their personal AzGU password to another person.
7. Asking another user to reveal a personal AzGU password.

EMPLOYEE: My signature below confirms that I have read this form and accept responsibility for adhering to this policy. Failure to sign this statement will mean that I will be denied access to AzGU data, computer equipment, and Software.

AGENCY DIRECTOR: My signature below confirms that I have discussed this statement with the employee and am satisfied that the Employee understands and accepts his/her responsibility for adhering to this policy. AzGU requires all information in this form establish a new account. Upon receipt of a completed signed application by fax or mail, an email will be sent to the applicant with logon instructions and credentials.

STARS SECURITY LEVELS

Level I – Employee/Student

The “default” security profile given to all State of Arizona employees, which enables the user to:

- View, enroll, wait-list or cancel enrollment in scheduled training events offered by their agency, and other agency courses that marked as “Public”
- View the catalog of training course descriptions
- View the list of courses for which they are enrolled or wait-listed
- View or request their training history (transcript)
- View their training development plan (required training)
- A form is not required for this access level. Please visit <http://www.azgu.gov> to sign up for STARS.

Level II – Supervisor/Manager

- A form is not required for this access level. Please visit <http://www.azgu.gov> to sign up for STARS.
- To obtain a Level 2, only a level 3 within your agency can assign subordinates to your record.

Level III – Training Manager/Coordinator (requires Agency Director signature)

- The “default” security profile for agency training managers, which enables the user to:
- Do each function defined in level 1
- Create and manage classes, meetings, registrations, notifications, completion statuses, grades, and room schedules for their agency
- Perform batch enrollments
- Override the prerequisite, eligibility, class size and other parameters
- Execute requirements tracking reports from the AzGU report directory
- Add a person to STARS and generate an identification number
- Define new agency courses, prerequisites, competencies, providers and equivalents